



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Information Technology
Department No.: 067
For Agenda Of: November 28, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths

TO: Board of Supervisors

FROM: Department Chris Chirgwin, CIO, (805) 568-2608
Director(s)
Contact Info: Andre Monostori, Deputy CIO, (805) 568-2606

SUBJECT: Agreement for Services of Independent Contract with TEKsystems Global Services LLC; All Districts.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: CEO Budget

As to form: Yes

Recommended Actions:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor with TEKsystems Global Services LLC for information technology (IT) professional services for a total maximum compensation amount not to exceed \$1,130,000, beginning November 28, 2023, through June 30, 2024 (Agreement), inclusive of \$200,000 under Purchase Order CN5682, but which otherwise terminates and supersedes Purchase Order CN5682; and
- b) Approve and authorize the Chief Information Officer, or their designee, to order additional professional services in an amount not to exceed 10% of the contract amount, or \$113,000; and
- c) Approve and authorize the Chief Information Officer (CIO) or his designee to execute Work Orders under the Agreement in substantially the form of the template attached to the Agreement as Exhibit A-1, provided that such Work Orders do not increase the maximum compensation amount or materially increase the Scope of Work attached to the Agreement as Exhibit A; and
- d) Approve the attached budget revision request BJE - 0009390 (4/5 Vote Required); and
- e) Determine that the above recommended actions are government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment, and are therefore not a

project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

This item is on the agenda to request that the Board of Supervisors (Board) authorize the Chair to enter into the Agreement with TEKsystems Global Services LLC (TEKsystems) for the provision of IT professional services for FY 23-24, for a total maximum contract amount not to exceed \$1,130,000, for the period of November 28, 2023, through June 30, 2024. This item is being requested, in accordance with Government Code section 31000.4, as it is in the economic interest of the County to provide temporary help pursuant to the Agreement to meet immediate staffing needs that cannot be met through the County’s hiring process. By establishing this Agreement with the TEKsystems, the Information Technology Department (ITD) will have the flexibility to use well-qualified people, at a competitive cost, within the timeframe needed by ITD. While the contract provides for a “not to exceed” amount, it does not commit the County to any minimum level of spending.

Background:

ITD provides a continuum of technology services to the County of Santa Barbara. Across the nation, there is an ongoing shortage of technical workers. ITD has experienced ongoing challenges that mirror the national challenges of attracting and retaining qualified employees to support our County. ITD currently uses locum tenens technical professionals as needed to temporarily fill needed positions to perform critical services.

TEKsystems provides temporary staff including, but not limited to, network technicians, infrastructure analysts and architects, and technical consultants. These professionals take on hard-to-fill positions and provide subject matter expertise that is needed for a limited time to help complete projects in a timely manner with a more efficient approach than hiring a full-time employee. Approval of the recommended actions will allow ITD to adequately staff projects and support County technology services.

In particular, a need has been identified for TEKsystems support pertaining to implementation of Phase 2 of the County’s transition towards implementing its new Enterprise Resource Management (ERP) system for payroll, finance, and human resources software.

Fiscal and Facilities Impacts:

Budgeted: No, the attached budget revision BJE-0009390 provides the necessary additional funding for this professional services agreement. The identified resources are available from previously approved Workday project funds and ITD unrestricted fund balance and operating budget. **Fiscal Analysis:**

Funding Sources	FY 23-24 Total One-Time Cost:
General Fund Dept 990 (Workday Support Phase 2)	\$ 432,000.00
ITD ISF Fund 1915 - Unrestricted Fund Balance (Workday Support Phase 1)	\$ 67,500.00
ITD ISF Fund 1915 - Unrestricted Fund Balance	\$ 430,500.00
ITD ISF Fund 1915 - Operating Budget CN5682	\$ 200,000.00
Total	\$ 1,130,000.00

Narrative: The above-referenced contract is funded in part by a transfer in of \$432,000 from General Fund Department 990, included in the attached budget revision for Workday Support Phase 2. The \$432,000, previously authorized by the Board for the Workday project, results from transfers to Department 990 in the amounts of \$107,000 from Auditor-Controller, \$85,000 from General Services, \$147,000 from Human Resources, and \$93,000 from ITD due to Salary Savings. In addition, there is \$498,000 in funding from the IT Internal Service Fund (ISF) unrestricted fund balance. Previous spend of \$200,000 was included in the operating budget for Fund 1915.

Key Contract Risks:

With any contractor providing temporary staffing services, there is a risk that temporary personnel will make errors, engage in misconduct, or be negligent in performance of assigned duties. ITD may terminate TEKsystems resources with or without cause, and TEKsystems is required to provide Professional Liability insurance.

The Agreement for the fiscal year is provided based on time and material, with services being billed hourly only for the time spent by TEKsystems resources, limiting financial risk to the County. The services are being provided by TEKsystems, a company with a strong history and financial background, so the overall risk of this Agreement is considered low.

Special Instructions:

Clerk of the Board: Please return one (1) copy of the executed agreement plus the minute order of the action to the Information Technology Department, attention: Andre Monostori, Deputy CIO, Information Technology Department.

Attachments:

Attachment A – TEKsystems Agreement
Attachment B – BJE - 0009390

Authored by:

Jason Womack, Administrative Office Professional II